

राजस्थान सरकार
सामान्य प्रशासन (ग्रुप-4) विभाग

क्रमांक प. 25 (9) सा.प्र/4/13

जयपुर, दिनांक: 2/5/17

1. समस्त जिला कलेक्टर।
2. अतिरिक्त आवासीय आयुक्त, बीकानेर हाउस, पंडारा-रोड/राजस्थान हाउस/ जोधपुर हाउस/राजस्थान स्टेट, गेस्ट हाउस, चाणक्यपुरी नई दिल्ली।
3. प्रबंधक, राज0 भवन, वाशी, नवी मुम्बई/विश्राम भवन जयपुर/ट्रांजिट होस्टल, गांधीनगर, जयपुर।

विषय:- SPPP-द्वारा अधीनस्थ समस्त उपापन संस्थाओं (Procuring-Entities) द्वारा जारी बिन्दु संबंधी दस्तावेजों को राज्य लोक उपापन पोर्टल पर अपलोड किये जाने के संबंध में प्रेषित किये जाने वाले छः माही प्रमाण-पत्र के संबंध में।

सन्दर्भ:- संयुक्त शासन सचिव, वित्त (S.P.F.C.) विभाग के पत्र दिनांक: 18.04.2017 के क्रम में।

महोदय,

उपर्युक्त विषयान्तर्गत सन्दर्भित पत्र के क्रम में लेख है कि संलग्न परिपत्र दिनांक: 24.07.2014 द्वारा राज्य लोक उपापन पोर्टल हेतु मनोनीत नोडल अधिकारियों के कार्यों/उत्तरदायित्वों को स्पष्ट करते हुए निर्देशित किया गया था कि प्रत्येक नोडल अधिकारी द्वारा वर्ष में दो बार 15 अप्रैल एवं 15 अक्टूबर को निर्धारित प्रपत्र में एक प्रमाण-पत्र प्रेषित किया जाना अनिवार्य है, जिनमें उनके अन्तर्गत उपापन संस्थाओं द्वारा किये गये समस्त उपापन, राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012 एवं नियम, 2013 के प्रावधानुसार किये गये हैं, इसे सत्यपान किया जाना है।

अतः 7 दिवस में संलग्न निर्धारित प्रपत्र में समस्त उपापन संस्थाओं द्वारा किए गए समस्त उपापन राजस्थान उपापन में पारदर्शिता अधिनियम, 2012 एवं नियम, 2013 के प्रावधानुसार किये जाने का प्रमाण-पत्र ई-मेल-(cao.spfc@rajasthan.gov.in) पर प्रेषित करने का श्रम करावें।

बीकानेर हाउस, राजस्थान हाउस, स्टेट गेस्ट हाउस, चाणक्यपुरी नई दिल्ली तथा प्रबन्धन, राजस्थान भवन वाशी, नवी मुम्बई, विश्राम भवन, जयपुर व ट्रांजिट होस्टल, गांधीनगर जयपुर उक्त प्रमाण-पत्र की प्रविष्टियों की पूर्ण रूप से भरकर उनके नोडल ऑफिसर संयुक्त शासन सचिव, सामान्य प्रशासन (ग्रुप-4) विभाग की ई-मेल पर भिजवाना सुनिश्चित करें ताकि प्राप्त प्रमाण-पत्रों पर नोडल अधिकारी के हस्ताक्षर करवाकर प्रेषित किया जाना सम्भव हो सके।

संलग्न:- उपरोक्तानुसार

भवदीय
निधि

(निधि मेहता)
मुख्य लेखाधिकारी

प्रतिलिपि:- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. संयुक्त शासन सचिव, वित्त (S.P.F.C.) विभाग शासन सचिवालय, जयपुर।

11
(निधि मेहता)
मुख्य लेखाधिकारी

MOST URGENT

**Government of Rajasthan
Finance (SPFC) Department**

F. No. 1(8) FD/GST/2014

Jaipur, dated 24-07-2014

Circular No. 1 / 2014

CIRCULAR

As you are well aware that Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Transparency in Public Procurement Rules, 2013 have come into force on 26 January, 2013. In this regard, it would be pertinent to reiterate that publishing of procurement related information / documents on State Public Procurement Portal, i.e. <http://sppp.raj.nic.in>, as per the provisions of the said Act and Rules, is mandatory.

In this continuation, Finance Department has been pursuing with the Departments continuously so that the nomination of Nodal Officers under all Head of the Departments in the State, is done on priority, but, even till date, Information for the nomination of the Nodal officers is yet to be received from various Departments of the State.

This is to bring to your kind notice that any delay in the nomination of Nodal Officer for Departments would adversely affect the mandatory requirements to be fulfilled by the Departments under the said Act and Rules. Hence, you are again requested to ensure that Nodal Officer for the Department is nominated immediately, under intimation to State Procurement Facilitation Cell (SPFC), Finance Department in the prescribed Form no. SPPP/02, and a scanned soft copy of the same be also sent to email id caospfc@gmail.com.

This is clarified that any Gazetted Officer serving in the Department can be nominated as Nodal Officer for that Department. Further, if considered necessary for administrative convenience at the Department level, one IT personnel of the Department may be directed to provide IT assistance to the Nodal Officer for uploading of / verification of the documents on the said portal as per Section 17 of the said Act.

In case of transfer, retirement etc. of the Nodal Officer of a Department, another officer should be immediately nominated to take the charge of the outgoing Nodal Officer so as to ensure that the mandatory requirements under the said Act and Rules are not adversely affected.

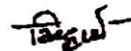
P.T.O.

The duties and responsibilities of the Nodal Officer shall be as under:-

1. The Nodal Officer shall coordinate to ensure that all documents related to procurement process, as provided in Section 17 of RTPP Act, 2012, are duly uploaded on State Public Procurement Portal;
2. The Nodal Officer shall ensure, on priority, the allotment of user Id and password to attached and/or subordinate offices as procuring Entities, after having received the required information in the prescribed Form no. SPPP/03;
3. The Nodal Officer shall coordinate regularly with the Procuring Entities in the Department / attached offices / subordinate offices and attempt to resolve any issues that may arise related to uploading of procurement related documents on the said portal.
4. In case of any queries, the Nodal Officer shall immediately contact SPFC, Finance Department telephonically (0141-2743455, 0141-2177720) and/or through email caospfc@gmail.com, for necessary clarifications. Exclusive Helpline numbers for the purpose shall also be notified shortly to the Departments.
5. The Nodal Officer of the Department shall be the single point of contact for Finance (SPFC) Department in all matters of that Department related to the said portal.
6. The Nodal Officer shall also arrange to submit a certificate on 15 April and 15 October of every Year in the prescribed format (Annex. A), on email caospfc@gmail.com certifying that the all procurements made by different Procuring Entities of the Department concerned in the last six months have been done in accordance with the RTPP Act and Rules.

This is hereby re-emphasized that it is mandatory to publish the prescribed documents related to the procurement process on the official portal i.e. <http://sppp.raj.nic.in> and the Nodal Officer of the Department shall be under the obligation to coordinate for the same.

The Head of the Departments are again requested to accord highest priority for nomination of the Nodal officer for their respective Department.



**Special Secretary
Finance (Budget) Department**

Name of the Department
With Address and Phone numbers

CERTIFICATE

This is to certify that _____ (name of Department) has ensured the uploading and publishing of the required information and documents on the State Public Procurement Portal <http://sppp.raj.nic.in>, as per the Section 17(3) of the Rajasthan Transparency in Public Procurement Act, 2012, with respect to all procurements made in the last 6 months.

This certificate is issued for the period of 01 April, 20__ to 30 September, 20__ OR 01 October, 20__ to 31 March, 20__.

Signature & name of Nodal
Officer, with official seal